

DIVISION OF FAMILY AND CHILDREN
HOUSING AND COMMUNITY SERVICES SECTION
THE EMERGENCY FOOD ASSISTANCE PROGRAM

EXHIBIT L

STORAGE FACILITY REVIEW FOR 2004

NAME OF WAREHOUSE

RA

WAREHOUSE MANAGER

CONTACT

DATE OF REVIEW

Reviewer TEFAP Specialist

EMAIL ADDRESS ON FILE

FISCAL YEAR 2004

__ DRY __ REFRIGERATED __ FREEZER

This form will be used to determine compliance with established program and food storage guidelines and the adequacy of physical storage to protect the quality and safety of the commodities.

Storage Facility

1. Are commodities kept 6" off the floor and stored on pallets, platforms or shelves? __Y__N__NA
2. Are commodities stored at least 4" away from walls to allow proper ventilation and permit good air circulation and sufficient working aisles? __Y__N__NA
Are storage free of uninsulated steam and hot water pipes, water heaters, refrigeration __Y__N__NA
Condensing units or other heat producing devices? __Y__N__NA
3. Actual reading of refrigeration ____° ____° ____° ____°
Actual reading of freezer ____° ____° ____° ____°
Actual reading of dry area ____° ____° ____° ____°

Maintain temperature Log __Y__N If no, why?

4. How many times per day are readings taken? _____
5. Is storage areas are clean, __Y__N odor free, __Y__N and free of insect/rodent contamination? __Y__N
Professionally serviced. __Y__N How often? __Bi-Monthly __Monthly__ Other _____
If Self. How often? __Bi-Monthly __Monthly __Other _____
6. Commodities are not stored with non-food items (paint, soap, kerosene, oil, etc.)? __Y__N
7. Does warehouse has a current inspection approval certificate for the State Board of Health? __Y__N
Date of last inspection _____ County Board of Health __Y__N Date of last inspection

8. Is storage facility are adequately secure to protect products from theft, fire and or loss? __Y__N
9. Are spoiled or damaged product promptly reported to the contracted RA? __Y__N

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10. Are spoiled food items segregated from other food items? __Y__N

11. Does warehouse provide Bills of Lading to contracting RA? __Y__N Within 3 days of receipt? __Y__N

12. Does warehouse provide Bills of Lading to the State? __Y__N Within 3 days of receipt? __Y__N Do you make a copy of the Bill of Lading prior to faxing? __Y__N If no, why not? _____

13. Does warehouse carry insurance on all products stored in facility? __Y__N If No, Who _____

14. Does warehouse have burglar alarm, __ night security guards, __ or a fence surrounding the facility? __

15. Is product stored with any toxic materials? __Y__N

14. Comments:

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CURRENT PHYSICAL INVENTORY

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